

Letter to FAFSA Frenzy volunteers

► **Fill out and print on your letterhead:**

<https://dhewd.mo.gov/ppc/documents/FFvolunteerletter.pdf>

[DATE]

Dear [name of volunteer] _____

Thank you for offering your time and talents to help with [name of institution]'s FAFSA Frenzy. Important programs such as FAFSA Frenzy would not be possible without volunteers like you.

The following is important information about [name of institution]'s FAFSA Frenzy activity/event:

Date: _____ Time: _____ Location: _____ Directions: _____

Site Coordinator name: _____ Event-day phone number: _____

Your assigned role:

- _____ Promotion assistant: put up signage and help spread the word.
- _____ Set-up crew: turn on computers and bring up the fafsa.gov website, set up tables and instruction video.
- _____ Greeter: welcome guests and point them in the right direction.
- _____ Check-in table attendant: assist students and parents as they sign-in to the FAFSA Frenzy event.
- _____ FAFSA assistants (1): help students and parents who need to complete a FAFSA worksheet before moving on the next station.
- _____ FAFSA assistants (2): help students and parents register for an FSA ID.
- _____ FAFSA assistants (3): make sure families are on the correct website and field basic <https://fafsa.gov> questions.
- _____ Financial aid experts: answer in-depth or uncommon questions about the FAFSA.
- _____ Presenter or facilitator: give a brief overview of the FAFSA process.
- _____ Survey and scholarship application assistant: assist students and parents as they complete their survey and scholarship application.
- _____ Runners: be available to get additional supplies like pencils, pens, forms, etc., as needed.
- _____ Clean-up crew: help shut down computers, collect trash, take down signs and put away tables and supplies.
- _____ Translators: provide help to non-English speaking students and parents, as needed.
- _____ Refreshment table helpers: keep the refreshment table clean and stocked.
- _____ Childcare provider: have puzzles, books and games available to keep younger children occupied.

Time you should arrive: _____ Estimated time of departure: _____

Reminders: _____

Volunteers should refrain from wearing clothing which promotes any specific postsecondary institution or business.

Respectfully,

[Your name]

[Your title]

[Contact information]